

COMMBUYS Enhancements

Documenting Statewide Contract Activity in COMMBUYS with New RPA Release Functionality

Issue	Enhancement
<p>Provide capability for use of RPAs to capture purchasing transactions after the fact for Statewide Contract purchases that cannot be handled in a standard fashion.</p> <p>Value to the Customer: Enabling buyers to record contract purchases after-the-fact in COMMBUYS means agencies may access and analyze their purchasing and procurement activity using the reporting tools in COMMBUYS. It also provides greater detail of overall Commonwealth purchases that will be used to drive better value on future Statewide Contracts.</p>	<p>RPA, or Request for Payment Authorization, is a special COMMBUYS requisition type that enables buyers to document purchases after the fact. New RPA Release functionality will require departments to document after-the-fact Statewide Contract purchases. Once a good or service from an RPA-enabled Statewide Contract is procured, departments should process an RPA Release against the pertinent existing MBPO and record such purchases after the fact.</p> <p>Availability: RPA Release requisition capability will be available and appropriate Statewide Contracts will be RPA-enabled by September 14. OSD will publish the list of RPA-enabled Statewide Contracts and keep users updated if additional Statewide Contracts are RPA-enabled going forward.</p> <p>Training:</p> <ul style="list-style-type: none"> • Webinar – 9/14, 9/17, 9/24 and beyond • Webcast available 9/14 • Two job aids – will be published 9/14 • Purchasing class will be updated by 9/14 <p>Policy Implications: With the availability of the Release RPA, Departments are required after the fact to use the Release RPA to record purchases off of Statewide Contracts that are RPA-enabled. The COMMBUYS Use Policy for Purchasing Organizations is being updated to include RPA functionality.</p> <p>* “Open Market” RPA functionality has been available; Release RPA functionality for Statewide Contract Purchases will be coming online in September.</p>

Context for RPA Use

Recording Purchases Through COMMBUYS

The information on the following slides is intended to provide guidance to Executive department agencies on COMMBUYS purchasing and use of the RPA.

- Agencies should make every attempt to use standard Purchase Orders for mandated COMMBUYS purchases.
- RPAs should be used for exceptional cases – in the case of an unanticipated event or when something is not able to be ordered using the standard PO process.
- The availability of RPA Release-enabled Statewide Contract MBPOs will help ensure accurate reporting of contract usage, information crucial to support ongoing improvement to Statewide Contracts and inform future contract and vendor negotiations.

Requisition Type	Description	Business Scenario
RPA Release	Unanticipated Purchases for items on Statewide Contract	Windshield replacement
RPA Release	Normal PO process to purchase items on Statewide Contract is impractical due to a system or process currently in place	Re-stock of pharmaceuticals
“Open Market” RPA (“RPA” in COMMBUYS)	Emergency purchases for items not on Statewide Contract	Snow melting equipment purchased during a major snowstorm

Guidance on Using RPAs

Statewide Contracts and Departmental MBPOs

Statewide Contracts

Statewide Contracts covering goods and services related to exceptional purchasing cases will be updated so that they are RPA Release enabled. The initial list of Statewide Contracts to be RPA Release-enabled includes:

- VEH97- New Tires, Retreads/Retreading and Total Tire Management Program
- OVM08 - Windshield and Glass Replacement for Vehicles
- MED38 - Pharmaceutical Prime Vendor
- MED44 - Reference Laboratory Services
- FAC82 - Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response

Departmental MBPOs

OSD's initial focus is on recording Statewide Contract Purchases in COMMBUYS after the fact using an RPA. Later this fall, OSD will be developing guidance regarding the use of RPAs on Departmental MBPOs.

Guidance on Using Purchase Orders Instead of RPAs

Business Process Updates

OSD is aware that some Statewide Contract purchases to date, particularly those associated with staff augmentation, temporary help services, fuel oil and phone bills, have not been recorded in COMMBUYS, or have been recorded using an “Open Market” RPA.

Effective September 14th:

1. Agencies should use a standard COMMBUYS Purchase Order to record new or ongoing purchases of these types from Statewide Contracts
 - For example, purchases of services from an IT contract vendor should be recorded in a PO to the contract vendor
 - For ongoing engagements, POs should be created for the remaining amount of the contract within the current fiscal year
 - PO dollar amount should align with what is budgeted in your spending plan for the fiscal year and with the MMARS encumbrance for the purchase
2. To ensure Purchasing detail is captured in COMMBUYS, agencies should record a full or partial receipt of those services in COMMBUYS as vendor invoices are submitted and accepted by the agency.
 - POs can be set up to receive on quantity or on dollars
 - Users with Purchaser roles perform the Receiving function in COMMBUYS

Purchasing Guidance

The Object Code Perspective

Thinking about purchases in terms of object codes may help guide when a purchase needs to be reflected in COMMBUYS and, therefore, reflected in COMMBUYS using a standard Purchase Order, or an RPA when a purchase needs to be recorded after the fact. In general, the purchase of goods or services within these object codes are covered under 801CMR21 and should be made through COMMBUYS:

Object Class	Codes
Administrative Expenses – Office and Printing Supplies; Exhibits; Bottled Water; Conference Space	E01, E02, E14, E15, E22,
Programmatic Facility Operational Supplies and Related Expenses – Food/Beverages; Pharmaceuticals; Lab/Med Supplies; Clothing; Facility Furnishings; Library/Teaching Supplies; Manufacturing Supplies; Vehicle Maintenance/Repair Parts; Law Enforcements Supplies; Wholesale Supplies	F01, F03, F04, F05, F06, F07, F08, F09, F10, F11, F13, F16, F18, F19, F21, F24, F27, F28
Energy Costs - Vehicle and Building Fuel; Energy Savings; Natural Gas Supply; Electricity Supply	G05, G06, G10, GG1, GG3
Consultant Service Contracts- Legal Services; Exam Developers; Management Consultants and Related Travel Reimbursements; Recruiters; Program Coordinators; Financial, Engineering Research, Media and Communications, and Health and Safety Services	H09, H13, H19, H21, H22, H23, H30, H98, HH1, HH2, HH3, HH4
Programmatic Operational Services – Legal Support, Auxiliary and Non-Medical Services; Appraisers; Examiners; Laboratory and Laundry Services; Surveyors; Foods Services; Reimbursement for Prog. Expenses	J07, J10, J16, J25, J27, J33, J44, J46, J50, J54, J56, J58, J98, JJ1, JJ2, JJ3
Programmatic Equipment Purchases – Education and Facility Equipment; Vehicle Equipment; Office Equipment; Medical Equipment; Law Enforcement and Heavy Equipment; Broadcasting Equipment	K02, K03, K04, K05, K06, K07, K09, K10, K11, K12
Equipment Maintenance and Repair – Maintenance and Repair of Educational, Vehicle, Office, Printing, Medical, Law Enforcement and Heavy Equipment; Maintenance and Repair of Office Furnishings	L42, L44, L45, L46, L47, L49, L50, L51, L52, L63
Construction Services, Engineering , Research and Scientific Services; Waste and Snow Removal – Appraisers; Construction Management; Cost Estimators; Lateral Construction Planning and Engineering; Lawn and Grounds Equipment/Repair; Facilities Maintenance Supplies; Cleaners, Janitors, Exterminators, Snow Removal; Hazardous /Non-Hazardous Waste Removal	N04, N05, N06, N12, N13, N14, N51, N52, N60, N61, N64, N70, N71, N72, N73, N74, N98, NN1
Information Technology Expenses – Voice/Data Telecomm Services; IT and Software Licenses; IT Professionals; Cabling; IT Equipment Purchases, Maintenance and Repair; IT Contract Services	U01, U02, U03, U05, U06, U07, U10, U11, U98



Purchasing Guidance

The Object Code Perspective



In general, agencies purchasing goods or services within these object codes, though covered under 801CMR21, are not currently required to reflect those purchases in COMMBUYS.

Object Class	Codes
Reimbursement for Travel and Other Expenses for Board Members	E98
Natural Gas	G11
Honoraria, Labor Negotiators	H15, H17, H78
Board and Commissioner Fees	J62
Programmatic Equipment TELP, Lease and Rental	L03, L04, L05, L06, L07, L09, L10, L11, L22, L23, L24, L25, L26, L27, L29, L30, L31, L32
Purchased Client Human and Social Services; Medical and Non-Medical Services Provided by Individuals	M01, M03, M04, M10, M11, M1M, M2M, M78, M98, MM1, MM3
Initial Furnishing and Equipment Purchases; Highway/Lateral Maintenance Materials; Non-Major Facility Maintenance and Repair; TELP Lease Purchase of Facility Infrastructure, Lawn and Grounds Maintenance	N18, N23, N50, N62
IT Equipment TELP, Lease or Rental	U08, U09



Purchasing Guidance

The Object Code Perspective



Agencies purchasing goods or services within these object codes not covered under 801CMR21 are not required to reflect those purchases in COMMBUYS.

Object Class	Codes
Object Classes AA, BB, CC, DD, PP, RR, SS, TT	All codes
Postage; Periodical and Cable Subscriptions; Advertising Expenses; Fees, Fines, Licenses, Permits, Chargebacks; Employee Travel Expenses; Conference, Training and Registration Fees	E06, E12, E13, E19, E21, E25, E41, E42, E43, E53, E80, EE2
Municipal Taxes	F22
Office Space Rental; Electricity; Water and Sewer; Late Penalty Interest for Utilities	G01, G03, G08, G97
Court Investigators; Guardians ad litem; Jury Fees; Law Enforcement, Sherriff Services, Work Study	J13, J19, J24, J28, J41, J57
Reimbursements for expenses incurred on behalf of clients; Tuition and Educational Fees; Tax Reportable Reimbursements	M02, M07, MM2
Major Construction, Renovation, Building Alteration and Land Improvements; Legislatively Mandated Purchases Other Than Land; Highway/Lateral Construction and Maintenance Improvements; Relocation Costs for Land Taking; Late Payments on Construction Projects	N16, N20, N21, N22, N30, N95
Initial Prize Payments	T05

Purchasing Guidance

Review of Common Questions

This table is intended to serve as a quick reference guide addressing common areas of questions and confusion.

For what goods and services do I record my purchase in COMMBUYS?

In COMMBUYS	Not in COMMBUYS
Car rental	TELP
Conference space rental	Office space rental/RPO
Natural gas purchased from a DPU-licensed supplier	Natural gas purchased from an investor- or municipality-owned utility
Items covered by 801CMR21 purchased with a credit card	Payment to credit card companies
Phone bills	Periodical subscriptions, conference fees